**MINUTES**

**MAPE Labor/Management Meeting**

**February 25, 2022**

**S165**

The MAPE Labor/Management meeting began shortly after 1:00 pm. This meeting was rescheduled from Feb. 22, 2022 due to a weather emergency campus closure.

Attendees:

Patricia L. Rogers, Ph.D. – President

Stephanie Wainionpaa – MAPE Member

Jerod Boisjoli – MAPE Member

Britton Mikkelsen – MAPE Business Agent

Jestina Vichorek – Executive Human Resource Officer

Al Finlayson – VP of Administration

Kirsten Bowman – Exec. Assistant to the President

Minutes for December 20, 2021 Meet & Confer were approved with no objections.

**Grounding of the meet and confer:**

Britton Mikkelsen, MAPE Business Agent, opened the meeting with a reminder of the importance and purpose of the meet and confer; it is to provide dialogue and engagement with management related to MAPE members work and shared goals with the college. MAPE regularly holds training sessions to engage their membership and educate MAPE members of their rights within their contract.

**Enrollment update:**

VP Kingston shared that enrollment is currently down 5 – 6% for spring semester from this time last year. To put this in context, LSC spring enrollment is down 19 – 20% from Spring 2019 and is down over 30% when compared to spring of 2012. Advisors and recruitment are working hard on summer enrollment and fall FY23 enrollment. We are budgeting for an additional decline in enrollment of 1 – 3% for Fall FY23.

Surgical Tech program has increasing enrollments, and other technical programs have remained strong. Unfortunately, LAS continues to suffer declines. Much of this is attributed to the ever-increasing competitiveness of all colleges and universities offering online courses, when in the past LSC had been an early adopter of this model. This is difficult because often our LAS courses need to help cover the cost of higher-cost technical programs.

Academic Affairs is considering alternative types of schedules to attract alternative types of learners. Evening and weekend cohort offerings with clear career pathways. MAPE posed the question about what student services would look like if evening and weekend programming is offered. Linda replied that more research needs to be done about “what kinds of services’ would be needed. Alicia Musselman said she would be happy to reach out to MAPE colleagues at other institutions in the system to help with this research.

Additionally, LSC is working with Duluth Workforce, area high schools, and other agencies on some initiatives. Examples include looking to increase programs offered in the prisons, and exploring options to increase customized-training offerings, middle/early college model with ALC/AEO.

**Budget update:**

VP Finlayson reported that not much has changed since the meeting of Dec. 20, 2021. Spring enrollments ended down further than anticipated, but the budget is for all practical purposes balanced currently. This does not allow for filling any of the currently held vacant positions, however. To echo enrollment report, LSC enrollments which are down about 30% from 10 years ago equates to $5 million less revenue each year. The Governor’s supplemental budget may give LSC some relief, but it still must be approved in the house and senate at the state.

**Facilities projects**:

Some of the one-time money that LSC had available was used for the electronics lab which has had its final walk through and approval. It is just waiting on furniture which has encountered numerous delays due to supply chain issues. The Academic Spaces committee which had identified furniture needs in various spaces is experiencing similar delays in purchases approved by the college. The boiler replacement project is moving forward and is fully funded by HEAPR money from the system. A major roof project will start this summer requiring the replacement of roof trusses over the old main part of building that dates back to the mid-1960’s. That too is funded with HEAPR money. That project will take longer than just the summer and will stretch into the fall semester. Some bathroom upgrades are planned in the old main part of the college also. The question was asked about gender neutral bathrooms being added, but currently there is no ability to convert existing bathrooms to gender neutral due to building codes currently in place. There is no news regarding the off campus housing project - the housing developer has made no announcements or provided any updates on timeline of ground-breaking.

**HR update:**

**Search Committee Representation:**

Britton, on behalf of MAPE members, asked if moving forward when search committees seek MAPE bargaining unit representation, that a dues’ paying member in good standing be included on the search committee. Administration responded that the intent of the language is to encourage campus wide participation from all different areas specifically as it relates to search committees and other committees and was meant to encourage those with the positional knowledge and expertise to participate. MAPE replied that their contract language when using the words “representative” and “representation” clearly indicate a dues’ paying member. Administration acknowledged MAPE’s concerns and position on the current policy language and stated that the policy committee would clean up the language and the definitions in the LSC Procedure 4.1.1 Hiring Process to accurately reflect the process. The current procedure has not been reviewed or updated since 2008 and is under review now. It is administrations intent that committees at LSC have a cross campus selection of individuals by departmental areas and knowledge as appropriate to the committee mission or search. Once reviewed by the campus and updated, procedure 4.1.1 will move through its campus approval process that provides all constituencies the opportunity to provide input.

**TRIO Advisors:**

MAPE representative asked to know if a decision on classification for TRIO advisors moving forward had been determined. President Rogers stated that the positions are still under consideration. The determination would be shared with all appropriate stakeholders when the decision was made. LSC is limited by the Department of Education (DOE) in terms of the grant as it was written and how it conflicts with MAPE’s bargaining agreement. ~~MAPE asked if an MOU could be used as a work around to the MAPE bargaining agreement. Britton said she would research if an MOU was possible.~~ MAPE offered up an MOU as a solution to this problem. An MOU is a possible solution that would meet both the needs of the campus and the MAPE members. To start, the administration would need to agree to work on developing the MOU with MAPE and impacted employees. Administration stated that the needs of the students, the department, and current budget are what is taken into consideration. From there a decision on how to move forward with the positions will be made. Administration confirmed that the Grant is on a 5-year renewal cycle.

NOTE: The offered MOU is not possible. MOUs are negotiated at the state level, not at the college level, and definitely not during local Meet and Confer meetings.

MAPE communicated that the continued concern for current TRIO Advisors at LSC is the classification of part-time which excludes them from accessing Federal Student Load Forgiveness programs. Administration will continue to evaluate and research the TRIO advising positions to determine the business needs of the TRIO office, the budget available and the limitations of the grant language in place.

**Positions and searches:**

Jestina Vichorek, Executive Human Resource Officer, shared current list of positions open and searches underway. The Psychologist 2 and AVP searches are underway. AVP has open forums scheduled for all candidates that made it to the second round. The Accounting Officer position had to be pulled down, rewritten and reposted due to a lack of qualified candidates. The call for an Academic Advisor position has gone out. A verbal offer has been made for the CLA Manufacturing position. There are currently two GMW evening shift positions posted, applications are being reviewed. The HR OAS temp position has not been filled – no applicants. Faculty positions needed for FY23 have been posted. Administration will continue to be cautious and strategic regarding all hiring decisions.

**COVID:**

MAPE Business Agent Mikkelsen asked about the recent rumor about a class that was cancelled or closed due to COVID. VP Kingston clarified that a class was paused for a few days, but it was not due to a COVID outbreak, it was due to a student conduct issue. Due to confidentiality – administration could not elaborate further. MAPE also asked about the recent temporary closure of the Art building and why a campus wide message was not shared. Administration replied the affected faculty, staff, and Dean were informed, faculty and staff were reassigned for work and a class “modification” notice was posted on the website for students. Class Cancellation or Modifications are public facing and accessible to all on the LSC website.

Meeting adjourned at 2:30 pm.

Respectfully submitted,

Kirsten Bowman

Office of the President